

APPLICATION #



UTAH STATE LIBRARY DIVISION
Capital Facilities Grant Application

Section I: General Application Information

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|---|--------------|---|---------------------|
| ORGANIZATION Highland City Library | | | |
| FEDERAL ID # 87-0344281 | | | |
| PROJECT CONTACT (name and title) Kent Slade | | | |
| ADDRESS 5400 W Civic Center Dr | | | |
| CITY | Highland | STATE | UT ZIP 84003 |
| PHONE | 801-772-4528 | FAX | 801-756-6903 |
| E-MAIL kslade@highlandcity.org | | | |
| PROJECT START DATE: June 1, 2013 | | PROJECT END DATE: October 30, 2013 | |
| PROJECT TITLE (In less than ten words) Highland City Library Expansion Project | | | |
| MAIN GOALS (State your goals in one or two sentences) In order to meet the demands of the community, the library needs shelving space for at least 10,000 more items. The library is now nearing capacity and needs additional space to provide more items. At present time, the library has been forced to concentrate on providing popular materials rather than a balanced collection of informational and recreational items for the community to enjoy. To meet the standards of the North Utah County Library Cooperative (NUCLC), the library needs to have 2.5 volumes per capita in order for the library to become a full member. This will allow complete access to NUCLC without patrons being required to pay an additional non-resident fee and allows the library a broader selection of materials for NUCLC patrons. | | | |
| FUNDING SOURCES (From complete detailed budget page) | | | |
| Grant Request | | | \$100,000 |
| Other Funding Sources (Grants, Private Donations, Public Donations) | | | \$50,000 |
| TOTAL BUDGET | | | \$150,000 |
| NAME OF EXECUTIVE OFFICER (please print or type) Kent Slade | | TITLE Library Director | |
| SIGNATURE | | DATE | |

Section II: Proposed Scope of Work (attach additional sheets as needed)

PROJECT DESCRIPTION AND EXPECTED RESULTS (Each application should state clearly what is proposed, why it is to be undertaken, what the expected results will be, and what the public benefit will be.)

The library will expand into an existing adjacent space, currently being used as a meeting room, and storage space. This remodel would allow for a small space for storytelling plus additional space for shelving. This would add 1,781 square feet and, once added to existing library space, room for an additional 10,000 volumes. The estimated cost of construction per square foot is \$55, compared to other options considered by JRCA Architects and Meyer, Scherer & Rockcastle, Ltd. This cost estimate includes paint, carpet and shelving so that it will be move-in ready.

The Highland City Library Foundation has pledged \$50,000 for materials for the expansion and will embark on fundraising for additional funds to assist the library in acquiring the needed volumes to meet the needs of the community.

The library currently has 29,392 volumes or 1.89 volumes per capita. The library has qualified as an associate member of the North Utah County Library Cooperative (NUCLC). As an associate member library, patrons are required to pay an additional fee of \$40 to use neighboring libraries, one-half of the regular non-resident rate, while patrons of NUCLC libraries are permitted to use Highland City Library resources without an additional fee. NUCLC standards require full member libraries to have 2.5 volumes per capita, or about 40,000 volumes. Full member libraries enjoy the benefit of sharing other NUCLC libraries collections without an additional non-resident fee.

The purpose of this expansion is twofold: 1) expand the library collection to meet the demands of the community, and 2) expand the library collection so that the library can be a full member of NUCLC and offer our residents free access to neighboring libraries.

As the library expands, it hopes to continue the popular materials role, offering NUCLC patrons shorter waiting times for popular materials, yet being able to offer Highland City patrons access to reference, non-fiction, and classic fiction titles through NUCLC library collections.

PARTNERSHIPS (Please list community supporters, funding agents, sponsorships, strategic alliances; applicants may attach up to five Letters of Support.)

The Highland City Library Foundation has pledged \$50,000 for purchase of materials.

PLAN OF WORK (Outline your plan of work, include what steps are planned with specific dates and activities. Include beginning date, completion date, and source of operation and maintenance funding.)

June 2011: identified need for additional space. Met with Gordon Clark of JRCA Architects to determine an estimate of how much it would cost to assess the facility and to draw up plans that could be used to meet the goals of the library expansion.

June 2011: City Council approved \$5000 of library reserve funds to be used on expansion study to be included in 2011-2012 FY budget.

August 2011: JRCA Architects retained to conduct the expansion study

November 2011: JRCA Architects submitted the first draft of expansion study. It was returned with comments from library staff, library trustees, and city administration.

January 2012: JRCA Architects submitted second draft of expansion study and needs assessment. Three options were submitted: Option A expands library into under-utilized meeting room space, Option B adds additional space to the library to the exterior, Option C involves remodeling of Justice Center and relocating Police and Courts to a different location. Option A was selected as having the best cost usage and least disruption to other city services.

May 2012: Library Foundation pledges to spend \$50,000 for collection in an expanded library.

July 2012: Library Foundation will begin additional fundraising for collection for expanded library.

March 2012: Upon receiving approval of the grant, the library will begin to select contractor for the work.

June 2013: Construction will begin

October 2013: Expected completion of the expansion project.

November 2013: Library begins to purchase additional materials for collection. Library will occupy space and begin to maintain it as part of the regular library operating budget. Expected additional annual maintenance and utility cost will be \$2000.

Section III: Project Budget

| PROJECT EXPENDITURE OF CASH OR THE VALUE OF IN-KIND SERVICES | Grant funds | Cash match | In-kind match | Total |
|--|-------------|------------|---------------|-----------|
| Materials and equipment (itemize) | | | | |
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| Capital improvements (itemize) | | | | |
| Construction costs, sheetrock, elimination of three electrical sockets, relocation of heating control, | \$100,000 | | | \$100,000 |
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| Supplies | | | | |
| Collection (3,125 items) | | \$50,000 | | \$50,000 |
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| Personnel - labor, volunteer, contracted, professional and technical service | | | | |
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| Other expenses | | | | |
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| TOTALS | \$100,000 | \$50,000 | | \$150,000 |

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| FUNDING SOURCES (From complete detailed budget page) | |
| Grant Request | \$100,000 |
| Other Funding Sources- specify type and source (grants, private donations, public donations) | \$50,000 |
| TOTAL BUDGET | \$150,000 |

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| Recommended Attachments: | |
| <input type="checkbox"/> Organizational Chart | <input checked="" type="checkbox"/> Architectural Renderings |
| <input checked="" type="checkbox"/> List of Board of Directors/Advisory Board | <input type="checkbox"/> ADA Access Plan |
| <input type="checkbox"/> Statement of Organization's Financial Solvency | <input type="checkbox"/> Long-term Operation and Maintenance Plan |
| <input type="checkbox"/> Detailed Cost Estimates for Project | |

For questions contact Division Capital Grant coordinator: Dr. Steve Matthews at;
smatthews@utah.gov or 801-715-6722.

Submit Completed Applications to:

**Director, Utah State Library Division
250 North 1950 West, Suite A
Salt Lake City, UT 84116-7901**